

**Item submission**

Initial Questions → Describe → Describe → Upload → Review → License → Complete

**Review Submission**

**Initial Questions**

Multiple titles: Yes

Published: Yes

Correct one of these

**Describe Item**

Authors: Smith, Ina

US Number: 123456

Title: SUNScholar

Date of Issue: 2010

Publisher: Stellenbosch : Stellenbosch University

Identifiers: Other:123456

Type: Presentation

16. Click “Next”.

17. Check “I Grant the License” and click on “Complete submission”. And that’s it!

## What happens next?

Your item will now be sent to a “Reviewer”, and then to a “Metadata Editor”. Once the latter has approved the item, it will be available on SUNScholar for the entire world to access and use and cite.

You will receive an e-mail that the item is now available on SUNScholar together with a persistent URL.

## Contact Us

E-mail: [scholar@sun.ac.za](mailto:scholar@sun.ac.za)

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Biblioteek- en Inligtingsdiens

Library and Information Service

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## SUNScholar



<https://scholar.sun.ac.za/xmlui>

**Submitting your research  
to SUNScholar**

## Preparing your item

### 1. Copyright has to be cleared

- If you are the owner/ creator of the item, and you do not need consent from any other party, you can continue.
- If somebody else is the copyright owner, ask them for their consent in writing, and archive the letter of consent together with the item.
- For research articles, check the policy of the publisher on SHERPA/RoMEO (<http://www.sherpa.ac.uk/romeo/>), or on the web page for the publisher, or contact the publisher directly. Articles published in open access journals e.g. DOAJ can be submitted without consent. Always acknowledge the copyright owner.
- For consent negotiated by the SUNScholar office: <http://wiki.lib.sun.ac.za/index.php/SUNScholar>
- Pro-actively negotiate for consent if you know you will host a conference, be interviewed, etc., and obtain a copy of the final digital product.

### 2. Migrate the item to the correct format

You can submit the item in as many formats as you wish, but where possible, at least one should be one of the following open standards:

- For documents generally: **.pdf**
- For open documents: **.odt**
- For open spreadsheets: **.ods**
- For open presentations: **.odp**
- For open data sets: **.sql**
- For images: **.png**
- For audio: **.oga**
- For video: **.ogv**

Info on software available at <http://bib.sun.ac.za/index.php/SUNScholar/Filenames>

### 3. Assign a proper file name to your full text file

- No spaces in filenames. Use a dash or an underscore.
- Use small caps at all times.
- The file name should include the main author's surname, brief title, version number, year and file type extension e.g. **smith\_title\_version\_1.0\_2010.pdf**
- Keep file name as short as possible.
- Avoid special characters e.g. ~. "
- Use logical file names.
- Only use alphabetical letters or numbers.

## Password to be used

1. Use your Campus Authentication password. You do not need to register if you have a US staff or student number.
2. If you experience problems with your password, complete the online form at: <http://www0.sun.ac.za/password/formfront.php>
3. You need to be authorized to submit to a specific collection. E-mail [scholar@sun.ac.za](mailto:scholar@sun.ac.za) with your request.

## Start submitting

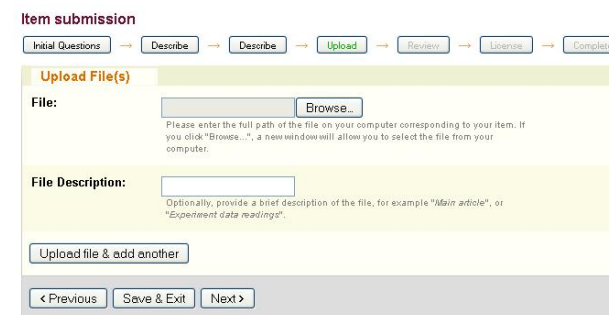
1. Go to: <https://scholar.sun.ac.za/xmlui>
2. Under "My Account", click on "Login".
3. Click on "Campus Authentication".
4. Type in your Username and Password, and click on "Sign in".
5. Click on "Submissions".
6. Click on "start a new submission".
7. Select the collection you want to submit to from the drop-down list, and click "Next".



8. Check both options, and click on "Next".



9. Start describing your item by completing the empty fields. The more info you enter, the more likely are the chances for the item to be easily found by harvesters and search engines.
10. Click "Next" when done with the above.
11. Just a few more fields .....
12. Click "Next".
13. Attach the file/s and add a description to it.



14. Click "Next".
15. One final chance to edit any of the info before moving to the final step ...

